



JOB PROFILE

Post Title:	Activities Worker
Portfolio:	Health & Social Care
Responsible to:	CCC & Residential Manager
Responsible for:	N/A
Grade:	A

Job Purpose

To improve the lives of all within our community and help the island thrive by carrying out recreational and therapeutic activities programmes that will improve the intellectual, physical and overall health of people living in residential care and within the community.

Main Duties and Responsibilities

Under the direction of the CCC & Residential Manager and in conjunction with the Occupational Therapist, Service Managers and according to the individual Care Plans and Unit rules and guidelines:

1. Deliver suitable and enjoyable recreational and therapeutic activities to keep residents active, healthy and mobile and to restore and maintain their mental and physical ability. These activities can be on or off site and could include, but not limited to, games, sports, creative arts and crafts and entertainment designed.
2. Be responsible for all aspects of preparation for activities including keeping a record of attendance, ensuring facility rules and safety guidelines are followed.
3. Report any incidents or concerns to the CCC & Residential Manager.
4. Identify and develop new activities/projects. Actively contribute to service development.
5. Keep activity registers and group records for every session
6. Ensure that all activity equipment/resources are used appropriately and returned undamaged and cleaned. Report any damages to the CCC & Residential Manager.
7. Be responsible for ensuring all activity equipment/resources are safely stored after use.
8. Be responsible for the booking in/out of activities if loaned to individual clients.
9. Responsible for keeping the activity cupboard stocked, tidy and organised. Complete monthly stock checks and inform the CCC & Residential Manager when stock are low to arrange orders.



JOB PROFILE

10. Ensure all residents personal care needs are attended to through duration of activity.

Special Conditions

- Potential exposure to irate/awkward people

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Work is produced on time and to a good quality standard.	i
Analysis and use of Information: Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.	i
Decision Making: Ability to act on own initiative and apply sound logic to simple decision making and problem solving.	i
Working with Others: Receptive to feedback from others and maintains good working relationships with colleagues.	i
Communication: Good oral and written communication and ability to record actual communication accurately.	ii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change.	i
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii



JOB PROFILE

Managing Resources:	ii
Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills L2 in English	E	√	
Basic First Aid	D	√	
Valid Driver's License A & C	D	√	
Knowledge & Experience:			
Experience of working within a care or educational environment and/or have experience of working with adults/children with disabilities and/or the elderly	E	√	√
Skills and Abilities:			
Able to produce accurate and clear written communication	E	√	√
Excellent communication skills to deliver activity programmes to a range of people with a wide range of physical and psychological needs	E		√
Excellent time management and organisational skills	E		√
Basic IT skills and proficient in the use of Outlook and Word	D	√	√
Ability to work within all guidelines of policies and procedures within the Portfolio appropriate to the role.	E		√
Be friendly and outgoing, enjoys working with people	E		√
Ablity to work independently and as part of a team	E		√
Be resourceful and able to use own initiative and objective judgement	E		√
Be a committed, patient and caring person with a sense of humour and a positive outlook on life	E		√
Responsive to change	E		√
Other:			
Willingness to work flexibly – some evening work may be required.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/A